

VACANCY ANNOUNCEMENT

The U.S. Missions in Paris

To All Americans	Date: October 14, 2004
Subject: POLITICAL RESEARCH ASSISTANT	HR — 068

OPEN TO:

1. Appointment Eligible Family Members (AEFMs), and U.S. Not Ordinarily Residents (NORs);
2. U.S. Ordinarily Residents (ORs).
(Note: Prior to applying, all Ordinarily Resident (OR) applicants must have ten-year work and/or residency permits allowing work in France.)

POSITION: PC-1011 – Political Research Assistant (FSN-08, FP-06)

OPENING DATE: October 14, 2004

CLOSING DATE: October 28, 2004 (COB)

WORK HOURS: Full-time: 40 hours/week for AEFMs/NORs
Full-time: 35 hours/week for Ordinarily Residents

SALARY: **AEFM/NOR: \$33,697.00 gross p.a.** (starting salary for a full-time schedule (40 hours/week)
Full level*: FP-06 (to be confirmed by Washington),
trainee level: FP-07
U.S. Ordinarily Resident: €36,587.00 gross p.a. (starting salary)
Full level*: N-08, trainee level: N-07

*Full performance Level: The successful candidate will be hired at a lower grade level (trainee level) should s/he not meet all requirements of the position.

The **Political Office of the American Embassy in Paris** is seeking a U.S. Eligible Family Member or U.S. Ordinarily Resident U.S. citizen with the required work permit to fill in a **Political Research Assistant** position. (Indefinite appointment)

MAJOR DUTIES AND RESPONSIBILITIES

- As assigned by supervisor, or, at times, as requested by the Bureau of African Affairs, incumbent assumes full responsibility for either carrying out at post, and/or reporting to Washington, various political or economic projects associated with the U.S./Franco-African affairs, often of a highly complex nature. This requires incumbent to utilize his/her skills in researching, gathering data, and organizing information from large quantity of reading material: press, literature, academic documents, etc. Research is also conducted from oral sources of information with other Embassy offices, and French government officials. These tasks assume the individual's ability to work independently in order to gear the research, gather relevant information and report it. It also entails the capacity to interact with U.S. and French government official at all levels without supervision or presence of manager
- Perusing the very large quantity of French-language written material that arrives from various branches of the French Government, and academic institutions, as well as newspapers, periodicals and journals, and bringing to supervisor's attention all pertinent material on Franco-African affairs which impacts on U.S.
- Perusing English-language written material on political developments in Africa so as to maintain a working knowledge of U.S. and French policies in Africa. Incumbent may be required to undertake analyses of the possible impact of these policies.
- Coordinating itineraries for visiting high-level officials associated with U.S./Franco-African affairs, both participating in determining required appointments and maintaining communication with all parties involved in these visits. Incumbent also is responsible for accompanying said officials on official calls when requested by supervisor, taking notes and interpreting when necessary, and preparing a report to supervisor and to the Department on the results of the meeting(s);
 - Supports, as needed, Africa Bureau principals in meetings outside of Paris;
 - Incumbent must take the initiative in bringing to supervisor's attention matters of importance which need follow-through or to be reported, often preparing initial drafts for supervisors;
 - Incumbent must, in effect, serve as supervisor's alter-ego during his/her absence, and must be able to fulfill his/her reporting and briefing responsibilities to the extent demanded by the Deputy Political Counselor;
 - Incumbent must be able to exercise sound judgment, be analytical, creative, and responsible with all matters associated with this office.
- Preparing reports to supervisor, section, and Washington, on various political, economic projects of complex nature.

- Foreign policy: incumbent will be required to condense pertinent French-language written material into concise English-language summaries. Incumbent will also be required to attend French-language seminars and conferences and to report on them.
- Researching, analyzing and drafting Congressionally mandated reports on People Trafficking and Narcotics Trafficking and money laundering.
- Research and publish a daily Internet press review for Africa watcher. Press review has a wide dissemination including other Paris Embassy sections, American Embassies. Bureau of African Affairs and INR.

QUALIFICATIONS REQUIRED

Education: College degree or commensurate work experience.

Prior Work Experience: Work experience in political science, international relations, or a similar field in which analytical/research skills have been used on a regular basis. Good knowledge of Africa related issues.

Language Proficiency:

English and French: Reading/Speaking/Writing - Level IV (Full Professional proficiency)

Incumbent must be able to take notes and/or to interpret both in English and French (interpreting and translating ability for official government documents, press articles, legal documents.)

Knowledge: Excellent familiarity with Internet search techniques.

Superior drafting skills in English and in French as well as the ability to synthesize rapidly.

Skills and Abilities:

Organizational skills, and ability to communicate at all levels.

Already holding or eligible for a Department of State **Secret clearance**.

RANKING FACTORS:

1. Knowledge of political and/or international relations;
2. Prior work experience showing analytical, drafting and organizational skills;
3. Knowledge of French, and French government structure;
4. Ability to work independently;
5. Word processing skills;
6. Availability to travel.

SELECTION PROCESS

When equally qualified, U.S. Eligible Family Members, U.S. Veterans and American FSC employees subject to the RIF will be given preference in that order. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees may not apply unless they have completed 52 weeks in their current position.
3. Applicants must be eligible for employment under host government laws and regulations.
4. Employees under fixed-term appointments may not apply unless they reach the end of their contract.

APPLICATION AND SELECTION PROCESS:

Interested candidates who meet the requirements of the above position may apply by forwarding to the Human Resources Office, AM-16, American Embassy, 2 avenue Gabriel, 75382 Paris Cédex 08, or by e-mail to: baylegb@state.gov or auffretlj@state.gov

- *A recent application or CV.*
- *A letter of interest stating the qualifications for the position with special emphasis on the ranking factors.*
- *Evidence of authorization to work in France:*
 - For a dual national, copy of the French identity card.*
 - For a non-French citizen, copy of the carte de séjour with a valid work permit.*
 - For an EU citizen, a copy of the EU card or passport.*

Initial screening will be based on the curriculum vitae and letter of introduction. Candidates ranked highest will be invited to meet with recruitment specialist and to take tests as appropriate. Those ranked highest will then be referred for interviews.

Only applications received in the Human Resources Office before the closing date will be eligible for consideration. Applications and letters, which are inadequate or incomplete, will not be considered. Only applicants selected for interviews will be contacted.

This position is advertised inside and outside concurrently.

POINT OF CONTACT

Email: baylegb@state.gov or auffretlj@state.gov

Address: Human resources Office
American Embassy
2, avenue Gabriel
75382 Paris Cédex 08
FAX: 01-43-12-24-36

DEFINITIONS

1. Appointable Eligible Family Member (AEFM): US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad. This is the type of Eligible Family Member that is eligible for direct hire employment or either a Family Member Appointment or Temporary Appointment.
2. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country. Documents showing authorization to work in France and residency status must be submitted with application.
3. Not-Ordinarily Resident (NOR): A non-host country citizen (U.S. citizen or foreign national) who, although legally resident in a host country, is not permanently resident. US citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law.

CLOSING DATE FOR THIS POSITION: October 28, 2004 (COB, at 5:00 p.m.)

An Equal Opportunity Employer

POL/HR/MGT